



### Secretary V

<b>Department:</b>	<b>Legal Department</b>	<b>Rate of Pay:</b>	<b>\$28,230 - \$30,134</b>
<b>Location:</b>	<b>County-City Building – 12<sup>th</sup> Floor</b>		
<b>Shift:</b>	<b>Days</b>	<b>Hours:</b>	<b>8:00 a.m. to 4:45 p.m.</b>
<b>Posting Date:</b>	<b>1/14/13</b>	<b>Closing Date:</b>	<b>1/18/13</b>

#### SUMMARY

Performs secretarial, receptionist, and other legal clerical work for the Legal Department and does related work as assigned.

#### JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Transcribes and types all correspondence and written records. Greets the public at the reception area and directs as needed. Answers multi-line general phone system for Legal Department. Takes notes of a variety of correspondence and written records. Prepares all court pleadings with attorney supervision. Maintains extensive files and records of legal documents, correspondence, court case histories, financial receipts and other papers, and attorney's schedules. Answers telephone calls, transmits messages, processes incoming and outgoing mail, and greets visitors. Communicates with various departments and individuals within and outside of the City. Files pleadings including electronic filing and communicates with court personnel as necessary. Assists with the organization of the Legal Department's Law library and related source materials including computer software. Performs additional duties as needed or requested.

#### EDUCATION AND EXPERIENCE

Graduation from high school and more than two (2) years of legal secretarial experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general administrative and clerical procedures; ability to work under stressful, deadline conditions with minimum supervision; strong organizational skills; excellent spelling and grammar; strong computer skills; ability to operate standard computer and keyboards; ability to type accurately at the rate of 65 wpm and transcribe from an electronic recorder; knowledge of WordPerfect program necessary and Windows 2010; knowledge of internet research helpful; ability to deal with the public on the telephone and in person; ability to communicate with other City departments and individuals in and outside of the City. Experience required with court electronic filing system.

#### PHYSICAL DEMANDS:

Work is performed in a normal office environment, primarily sitting in a confined position. While performing the duties of this job, the employee is regularly required to walk and stand, talk or hear. The employee is occasionally required to lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

**ABILITY TO SPEAK SPANISH A PLUS**

**DRUG SCREENING REQUIRED**

Apply no later than 1/18/13, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601 or to apply online, go to [www.southbendin.gov](http://www.southbendin.gov)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.